



OVERVIEW OF CONTRACT REPORTING REQUIREMENTS 2022-23 BIENNIUM

ID: 7067

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WHAT IS A REPORTABLE CONTRACT?

An agreement to acquire goods or services that exceeds the dollar thresholds described in the following table. This definition includes contracts, purchase orders, interagency agreements, grants, and any other kind of purchase of goods or services.

WHAT NEEDS TO BE REPORTED?

Contract information must be submitted to the Legislative Budget Board Contracts Database by the required deadline. The solicitation, contract, and any other required documents also must be attached. Some exemptions apply.

WHERE CAN I LEARN MORE?

Visit https://www.lbb.state.tx.us/Contract_Reporting.aspx or email contract.manager@lbb.texas.gov for more information on reporting requirements, exemptions, attestation letters, and other frequently asked questions.

CONTRACT REPORTING REQUIREMENTS BY THRESHOLD

VALUE	>\$50,000	>\$1 MILLION	>\$1 MILLION	>\$10 MILLION
Type	All Contract Types	Non-competitive/ Sole Source	Emergency	All Contract Types
Due date	Within 30 days of award or amendment	Within 15 days of award	Within 5 days of award	Within 15 days of award
Reporting provision	GAA, Article IX §7.04, Texas Government Code §322.020	GAA, Article IX §7.11	GAA, Article IX §7.11	GAA, Article IX §7.11
Documentation requirement	Requires solicitation and contract documents*	Requires attestation letter, solicitation and contract documents	Requires attestation letter, solicitation and contract documents	Requires attestation letter, solicitation and contract documents

*See Texas Government Code §322.020(f) for exemptions